CANON

FAX – L900

SIMPLIFIED

GUIDE

CONTENTS

SUPER G3 FAX-L900

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TO REGISTER SENDER IDENTIFICATION

I.   INPUT YOUR FAX NUMBER AND COMPANY NAME

1.   Open panel cover

2.   Press **DATA REGISTRATION**

3.   Press **SET** to display "1. USER SETTINGS"

4.   Press **SET** to display "1. DATE & TIME"

5.   Press ∨ to display "2. UNIT TELEPHONE #"

6.   Press **SET**

7.   Enter your fax number

8.   Press **SET** to display "3. UNIT NAME"

9.   Press **SET**

10.   Enter your company or personal name
       Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

NUMERIC KEY	ALPHABETS	NUMERIC KEY	ALPHABETS
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press **>** to enter next alphabet
Press **SPACE** to enter a space
Press ***** to enter a digit

11.   Press **SET**

12.   To end, press **STOP**

II   <u>**SENDING A DOCUMENT**</u>

A.   <u>DIRECT SENDING</u>

1.   Place documents face down on the fax

2.   Press **DIRECT TX**

3.   Enter fax number

4.   Press **START/SCAN**

B.   <u>MEMORY SENDING</u>

1.   Place documents face down on the fax

2.   Make sure **DIRECT TX** is "off"

3.   Enter fax number

4.   Press **START/SCAN**

5.   Take note of " TX / RX " number

C.   <u>ONE-TOUCH / CODED DIAL SENDING</u>

1.   Place documents face down on the fax

2.   Press the appropriate one-touch key OR
      Press **CODED DIAL** and a three-digit code

3.   Take note of " TX / RX " number

N.B. If <u>direct</u> sending is required, activate **DIRECT TX** before step
      No. 2

<u>**TO STOP SENDING**</u>

A.   During a **DIRECT TX** sending, press **STOP**

B./C. During a memory sending, press **STOP**, then ***** to confirm

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III   TO STORE FAX NUMBERS

A.   ONE-TOUCH SPEED DIAL (*01-KEY* TO *72-KEY*)

1.   Open panel cover

2.   Press **DATA REGISTRATION**

3.   Press ∨   to display "**2. TEL REGISTRATION**"

4.   Press **SET** twice

5.   Press ∨   (if necessary) until an empty space appears

6.   Press **SET** twice

7.   Enter fax number

8.   Press **SET** twice

9.   Enter name
        Register the name by pressing the buttons on the numeric keypad
        CODE NUMBERS FOR ALPHABETS AND SYMBOLS

NUMERIC KEY	ALPHABETS	NUMERIC KEY	ALPHABETS
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press >   to enter next alphabet
Press **SPACE** to enter a space
Press *   to enter a digit

10.   Press **SET**

11.   To continue, press **DATA REGISTRATION**

12.   Repeat steps **No. 5** to **No. 10**

13.   To end, press **STOP**

B. CODED SPEED DIAL (*000 TO *127)

1. Open panel cover

2. Press **DATA REGISTRATION**

3. Press ∨ to display "**2. TEL REGISTRATION**"

4. Press **SET**

5. Press ∨ to display "**2. CODED SPD DIAL**"

6. Press **SET**

7. Press ∨ (if necessary) until an empty space appears

8. Press **SET** twice

9. Enter fax number

10. Press **SET** twice

11. Enter name (refer to *A.9.* on III : TO STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)

12. Press **SET**

13. To continue, press **DATA REGISTRATION**

14. Repeat steps **No. 7** to **No. 12**

15. To end, press **STOP**

C. TO PROGRAM GROUP DIAL

1. Open panel cover

2. Press **DATA REGISTRATION**

3. Press ∨ to display "**2. TEL REGISTRATION**"

4. Press **SET**

5. Press ∨ to display "3**. GROUP DIAL**"

6. Press **SET**

7. Press ∨ (if necessary) until an empty space appears

8. Press **SET** twice

9. Close panel cover & press desired one-touch keys
   & / or the coded speed dial numbers

10. Press **SET** twice

11. Enter name for the above group dialer (refer to *A.9.* on III : TO
    STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)

12. Press **SET**

13. To continue, press **DATA REGISTRATION**

14. Repeat steps **No. 7** to **No. 12**

15. To end, press **STOP**

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IV   TO ERASE A SPEED DIAL

TO CANCEL A NUMBER IN THE ONE-TOUCH SPEED DIAL

1.   Follow steps **A.1.** to **A.4.** (Refer to III : TO STORE FAX NUMBERS :
       ONE-TOUCH SPEED DIAL)

2.   Close panel cover & press desired one-touch key

3.   Press **SET** twice

4.   Press **CLEAR**

5.   Press **SET**

6.   Press **STOP**

TO CANCEL A NUMBER IN THE CODED SPEED DIAL

1.   Follow steps **B.1.** to **B.6.** (Refer to III : TO STORE FAX NUMBERS :
       CODED SPEED DIAL)

2.   Press **CODED DIAL** followed by the relevant 3-digit code

3.   Press **SET** twice

4.   Press **CLEAR**

5.   Press **SET**

6.   Press **STOP**

TO CANCEL A GROUP DIALER

1.   Follow steps **C.1.** to **C.6.** (Refer to III : TO STORE FAX NUMBERS :
       GROUP DIAL)

2.   Close panel cover & press the desired group dialer using one-touch key OR
       CODED DIAL & the relevant 3-three digit code

3.   Press **SET** twice

4.   Press **CLEAR** for each of the speed dialers that are to be deleted

5.   To confirm, press **SET**

6.   Press **SET** again if the name of the group dialer remains unchanged

7.   Press **STOP**

V   <u>**SENDING TO MORE THAN ONE LOCATION**</u>

<u>**(SEQUENTIAL BROADCASTING)**</u>

A.   <u>**USING ONE-TOUCH / CODED SPEED DIAL**</u>

1.   Place documents face down on the fax

2.   Press all the relevant one-touch / coded-dial numbers one right after another

3.   Press **START/SCAN**

4.   Take note of " TX / RX " number

B.   <u>**MANUAL DIALING FROM THE NUMERIC 10-KEY PAD**</u>

1.   Place documents face down on the fax

2.   Enter one fax number

3.   Press **SET**

4.   Continue steps 2. & 3. until all the fax numbers (maximum 10 destinations) have been entered

5.   Press **START/SCAN**

6.   Take note of " TX / RX " number

C.   <u>**COMBINATION OF (A) & (B)**</u>

If some destinations are from auto-dialers and some are not, follow steps **A.1.** & **A.2.** then **B.2.** to **B.6.**

<u>**N.B.**</u> Please check on the *MULTI TRANSACTION REPORT* which will be generated out after the broadcast is completed to ensure that the broadcast is successful.

VI   **TO SEND DOCUMENTS AT A LATER TIME**

(DELAYED TRANSMISSION)

1.   Open panel cover

2.   Press **DELAYED TRANSMISSION**

3.   Enter the desired time (time set must be within 24hours from the
       time on the display)

4.   Press **SET**

5.   Enter the fax number

6.   Press **SET** twice

7.   Place documents face down on the fax

8.   Take note of " TX / RX " number

Machine will now scan documents into the memory.

TO CANCEL A DELAYED TRANSMISSION

Refer to *XIII* on "Erasing A Document From The Memory"

VII   <u>WHEN THE FAX DISPLAYS "RECEIVED IN MEMORY"</u>

Display screen flashes message "**RECEIVED IN MEMORY**" repeatedly.

1.   Refill paper supply or replace toner cartridge

2.   Press **START/SCAN**

Machine will start to print the received documents from the memory.

VIII RE-SENDING

IF No.VII ABOVE IS NOT POSSIBLE, EACH DOCUMENT RECEIVED IN THE MEMORY CAN BE RE-SENT INDIVIDUALLY TO ANOTHER DESTINATION FOR PRINTING

1. Open panel cover

2. Press **MEMORY REFERENCE**

3. Press ∨ to display "**4. RESEND DOCUMENT**"

4. Press **SET**

5. Press ∨ if necessary to select a new "**TX/RX No**." (must be greater than 5000)

6. Press **SET** to display "**SELECT LOCATIONS**"

7. Dial the fax number

8. Press **SET** twice

Machine will now start to send the document as specified.

IX   **TO PRINT REPORTS AND LISTINGS**

A.   **SPEED DIAL LIST**

1.   Open panel cover

2.   Press **REPORT**

3.   Press ∨ to display "**2. SPEED DIAL LIST**"

4.   Press **SET**

5.   Press ∨ to search for desired list

    i.e. "1. 1-TOUCH LIST", "2. CODED DIAL LIST" or

    "3.GROUP DIAL LIST"

6.   Press **SET**

7.   (a)   If Group Dial list is selected, machine will now start to print
    (b)   If 1-Touch or Coded Dial list is selected, display will show
"SORTED OUTPUT"

8.   Press ∨ to select "1.NO" or "2.YES"

    (a)   "1.NO" - list is printed in order of Speed Dial numeric list
    (b)   "2.YES" - list is print in alphabetical order

9.   Press **SET**

B.   **TO PRINT A LIST OF PREVIOUS 40 TRANSACTIONS**

1.   Open panel cover

2.   Press **REPORT**

3.   Press **SET**

C.   **TO PRINT DOCUMENT MEMORY LIST**

    To check the list of documents currently stored in the memory

    1.   Open panel cover

    2.   Press **REPORT**

    3.   Press ∨ to select "**4.DOC MEMORY LIST**"

    4.   Press **SET**

X   MAKING COPIES

1.   Place documents face down on the fax

2.   Press **COPY**

3.   Press ∨   to select paper cassette, if needed

4.   Enter the number of copies required
      To re-enter the number, press **CLEAR**

5.   Press **START/SCAN** to start copying
      To cancel the printing, press **STOP**

XI   <u>CONFIRMATION REPORT</u>

To Request For A Transmission (TX) Report Only For One Particular Sending

1.   Press **PROGRAM**

2.   Press   **∗**   to confirm

3.   Start the usual sending

After the transmission, the machine will print TX REPORT for that sending only.

XII   TRANSMISSION REPORT

To set up Transmission (TX) Report For Every Document Sent Out

1.   Open panel cover

2.   Press **DATA REGISTRATION**

3.   Press **SET**

4.   Press ∨ to display "**2.REPORT SETTINGS**"

5.   Press **SET** twice

6.   Press ∨ to select "**OUTPUT YES**"

7.   Press **SET**

XIII ERASING A DOCUMENT FROM THE MEMORY

A. Using the **DELETE FILE** Button

1.   Press **DELETE FILE**

2.   Press ∨   to select the desired TX/RX number to be deleted

3.   Press **SET**

4.   To check the destination and time of the fax number, press   **>**

5.   Press   *****   to confirm deletion

B. Using The **MEMORY REFERENCE** Button

1.   Press **MEMORY REFERENCE**

2.   Press   ∨   to select "**DELETE DOCUMENT**"

3.   Press **SET**

4.   Press   ∨   to display the desired TX/RX number

5.   Press **SET**

6.   Press   *****   to confirm deletion

7.   Press **STOP**